

BME CO-OP CHECKLIST

Company: _____ Salary: _____

_____ Make an appointment to discuss the offer you have received. Provide a copy of your current offer letter.

_____ Notify your advisor of your updated plan of study indicating the semesters you plan to work.

_____ Depending on your rotation you will register for: *(CRNs will be posted on myPurdue/EduNav)***BME 29199** Cooperative Experience I Rotation 1: _____**BME 29299** Cooperative Experience II Rotation 2: _____**BME 39399** Cooperative Experience III Rotation 3: _____**BME 39499** Ext Cooperative Experience IV Rotation 4: _____**BME 39599** Ext Cooperative Experience V Rotation 5: _____

_____ Complete all OPP co-op deliverables each work rotation to earn a satisfactory grade and continue in program.

_____ Must respond to Purdue email request for location of workplace every rotation.

_____ Please check your Purdue email regularly and read the weekly BME newsletter.

_____ If you have already registered for classes, please drop them.

_____ Register for the Co-Op course each semester during open registration, you will schedule a phone/video appointment with your advisor to complete your CRF. You will negotiate this with your primary academic advisor.

_____ Defer your financial aid as needed. Please consult an advisor in the Division of Financial Aid (Bursar's Office).

_____ In order to get the Co-op Certificate and maintain your student status for **insurance, PELL eligibility, visa status**, etc., you must register for each rotation.

_____ You are responsible for arranging your housing during and after your co-op.

_____ Upon your return to campus, you're welcome to discuss your experience and transition back to Purdue.

_____ We encourage you to participate in BME 280 Experiential Learning interviews/panels when next on campus.

Student Name: _____

GPA: _____

Date: _____

New Graduation Date: _____